

## PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A meeting was held on **July 19, 2012 at 6:00 p.m.** at the **Brown County Central Library, 515 Pine St., downtown Green Bay, WI**

**PRESENT:** TERRY WATERMOLEN, JOHN HICKEY, KATHY PLETCHER, VICKY VAN VONDEREN, CHRISTOPHER WAGNER and PAT WILLIAMS

**EXCUSED:** CARLA BUBOLTZ, CHRIS FROELICH, and DON CARMICHAEL

**ALSO PRESENT:** Lynn Stainbrook, Lynn Hoffman, Lori Denault, Sue Lagerman, Curt Beyler, Kevin Raye (Brown County Information Services) and Stephanie Wichlacz (Library summer intern), Tom Sieber (County Board Supervisor - arrived at 7:07).

President Terry Watermolen called the meeting to order at 6:00 p.m.

### APPROVE/MODIFY AGENDA

In consideration of Stephanie Wichlacz's time; T. Watermolen suggested switching agenda items 7 and 8. Motion by Pletcher, seconded by Wagner to approve switching the agenda items as proposed. Motion carried. Motion by Hickey, seconded by Wagner, to approve the modified agenda. Motion carried.

### MINUTES, BILLS AND COMMUNICATIONS

There were no modifications to the June 21 minutes and they stand approved.

Lori Denault reported that the bills did not contain any out of the ordinary expenses.

T. Watermolen shared the letter received from OWLS Board President asking the library to drop the out-of-county reimbursement request. A letter of response will be sent.

### OPEN FORUM FOR THE PUBLIC

No one was present to address the Board.

### INFORMATION SERVICES REPORT ON SERVICES RECEIVED

L. Stainbrook stated her appreciation for the 22" monitors (made available from another county department) that recently replaced smaller ones on the public computers at the Central Library. L. Stainbrook spoke with the Pulaski Village President to inquire about the future of the building. The village likes the library occupying that space and has no intent of changing anything. The president was very interested in the possibility of running fiber to the Pulaski Branch. K. Raye asked about gate wiring for Central's RFID. At some point in the future assistance will be needed. Some staff computers with solid state drives will be replaced at Central. K. Raye talked to the vendor about fiber to East. An estimate based on due diligence was approximately \$68,000. He will forward a formal quote when it is received. I.S. is looking to purchase equipment to stream live video. Pricing info for equipment that can transfer security footage is expected. The Milestone software will be upgraded to version 5 soon.

The increase in bandwidth (20%) has not helped the recurring SAM problems. It could be a latency issue - where the software might not have enough retry time. An extra access point might make a difference. Two additional antennas have been ordered for Central.

A SirsiDynix or other communication issue related to the Southwest Branch's RFID self-check is causing a loop in the system resulting in specific items being checked out in exponential amounts.

### FACILITIES REPORT

#### **a. Report of Central Library Renovation Task Force**

K. Pletcher reported on the county board meeting. The County Board voted to use the bonded \$1.5M for immediate repairs. There was also a motion to create a committee to look at future needs of library. L. Stainbrook, K. Pletcher and J. Hickey had met with procurement staff, Troy Streckenbach, Brent Miller, and Barb West to discuss the RFP. It moved through four committees and adjustments were made along the way. It was difficult to determine how to accommodate all the changes. It was recommended to postpone the RFP and issue a RFI (a usual preliminary step) that would result in: 1. A budget number for essential repairs that would meet code as well as ADA requirements; 2. Required costs for programs; 3. Desirable needs; and 4. Costs for a new library with all those elements. Troy identified and introduced the RFI at the beginning of the meeting but a motion was made to just do the repairs based on public works report. At this time, the Library Task Force will be dissolved.

While the impression was that the \$1.5M was for engineering & design fees, the resolution was written for 'library needs' and has varying interpretations. Questions like who is responsible for sequence; who controls the \$1.5M were asked. The Facilities/Public

Works director will work with library facilities. As a result of the repair plan costs dropping from \$14M to \$1.5M, many elements will be left out and the library won't be fixed as a whole because of this discrepancy. Mechanical, safety and health issues will still exist. Repairing or replacing systems without a master plan may waste a lot of money. Supervisor Dan Robinson and a couple others recognized Kathy and John's efforts and what they were able to accomplish. V. VanVonderen also thanked them for their dedication to the renovation project. T. Watermolen commented that the Board, collectively, worked diligently on a plan that would, in the long run, save the taxpayers money.

The County Executive's Capital Improvement Plan includes \$2.5M in 2014 but no money in 2013.

C. Beyler will schedule a meeting with Doug Marsh to talk about moving forward. The library will appropriately assist and inform where needed. The Library Board will encourage the County Board to move along at reasonable pace and to address safety and immediate items, and bringing the building to code, while causing minimal disruption to library. L. Stainbrook stated that the Board shouldn't be discouraged – at least there is \$1.875M.

**b. Contingency Plan for Infra-Structure Breakdown**

L. Stainbrook had proposed the idea of a contingency plan after the last Ed & Rec. meeting. In light of recent developments, a plan is no longer needed. The County Executive has assured that if something major broke, it would be taken care of. If something happens that prevents library service, it will be taken care of. C. Wagner suggested that it might be helpful to draft a letter to the County Executive indicating the Board's understanding and to encourage that bids are received from qualified contractors with good workmanship. The Library Board's standards won't change.

**c. Other activity**

C. Beyler reported that due to the rainy weather, there were seven leaks in the last 48 hours. Dozens of DVDs, a few books and some drywall were lost. The sources of the leaks have been determined in some locations (Weyers-Hilliard, East, and the Central book drop). The library's assets are not at risk from the other leaks. There have also been A/C issues at the Southwest Branch. One unit went down but the branch has two for redundancy. A 3<sup>rd</sup> floor condenser that diverts and redirects air was replaced at the Central Library. Most of the existing asbestos is in pipe elbows and ceiling tiles. The air ducts are not caulked or insulated and should be cleaned. The actuators that run water are 40 years old and should also be replaced. To do so, the asbestos would have to be abated. Dampers are also a huge issue – if they fail, the coils could freeze.

**ACCOUNTANT'S REPORT**

**a. Financial Report** L. Denault presented the June, 2012 financials. **Motion** by Pletcher, seconded by VanVonderen, to approve the June, 2012 financial reports. **Motion carried.**

**b. Acceptance of Gifts, Grants and Donations** **Motion** by Hickey, seconded by VanVonderen, to approve the June, 2012 Gifts, Grants and Donation reports as follows:

**June, 2012**

**Gifts & Donations**

06/22/12	The Friends of Brown County Library	511.66	Every Child Ready to Read
06/22/12	The Friends of Brown County Library	50.00	Adult Summer Reading Prog.
06/22/12	The Friends of Brown County Library	215.00	Ashwaubenon Performers
06/22/12	The Friends of Brown County Library	1,140.00	Kress display units
06/22/12	The Friends of Brown County Library	99.28	Pulaski security mirror
06/22/12	The Friends of Brown County Library	4.45	Southwest prizes
06/22/12	Branch Buddies of Brown County Library	206.30	Pulaski display unit
06/22/12	Branch Buddies of Brown County Library	72.70	Southwest prizes
06/22/12	Branch Buddies of Brown County Library	119.59	WH stool & storage containers
06/22/12	Brown County Community Women's Club	25.00	Kress Materials
06/30/12	Bill & Melinda Gates Foundation - earned revenue	3,978.73	Technology
06/01/12	Ashwaubenon	13.92	Donation Box
06/01/12	Bookmobile	12.32	Donation Box
06/01/12	East	59.81	Donation Box
06/01/12	Weyers/Hilliard	21.65	Donation Box
06/01/12	Central Circulation		Donation Box
06/01/12	Kress	15.70	Donation Box
06/01/12	Pulaski	16.93	Donation Box
06/01/12	Southwest	26.30	Donation Box
06/01/12	Wrightstown	8.38	Donation Box

**Total Donations**

**\$ 6,597.72**

**Federal & State Grants**

06/30/12 Nicolet Federated Library System  
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\$ 7,424.74  
2,040.00

Collection Development  
Gates Match-Technology

**Total Grants**

**\$ 9,464.74**

**Motion carried.**

**REPORT OF WORK RULES COMMITTEE**

**a. Approve Children's Service Librarian Job Description**

L. Hoffman introduced library intern Stephanie Wichlacz who has been helping with work rules by going through PDs to update the format and gather input from staff. **Motion by** Wagner, seconded by Pletcher, to approve the Children's Service Librarian position description. **Motion carried.**

**BUDGET**

L. Denault distributed the 2013 draft budget and narrative. The Library is anticipating less than 1% savings in personnel and utilities. A \$47,000 turnover reduction is projected. Building projects, extra hours, and temporary help assignments are being closely monitored.

The 2013 target was reduced \$375,000 for elevator (expected); the operating levy decreased; and chargebacks had a \$140,416 increase. The budget gap is \$298,479 before maintenance costs for equipment.

Salaries: 2012 had 87 FTE (1 eliminated). The library should have 99.6 FTE just to meet the state's basic level. All changes to staffing levels were stalled by the County Executive. To meet the 2013 target levy, it is proposed that one 19.5 hr/wk clerk be deleted and another changed to 11 hr/wk. Adjustments are proposed in several line items as a measure to improve the overall budget. Some NFLS grant dollars will be used for technology maintenance. E-rate funding will be used for equipment maintenance – this was usually reserved for upgrades.

The 2011 and 2012 budgets were balanced from carryover. Options proposed in 2012 to balance future budgets were: exploring moving the Pulaski Branch into the Pulaski High school (not much cost-benefit to Pulaski); creating a minimum-wage Shelver position; requesting reimbursement from adjacent counties for library service; and renting the lower level of the Kress Family Branch (this additional income offsets the lost NFLS rent and results in a net loss). Three of the four ideas were applied. The \$252,000 reimbursement from adjacent counties is instrumental to balancing the proposed 2013 budget. These counties have until March 2013 to pay but it is not guaranteed they will pay.

The 2013 balanced draft uses every bit of income and leaves no wiggle room. It is a proposal that meets the County Executive's budget.

For 2014, the County Executive expects no tax levy increase and less in shared revenue. The county's budget will shrink and he hopes for more shared departments, suggested looking at municipal libraries and questioned three Green Bay locations. Municipal takeover would ultimately cost taxpayers more because there are financial efficiencies in having centralized services.

Options to explore for 2014: personnel, leave, pay classifications; exploring sharing costs with other library systems; and tracking IS chargebacks – if the formula for determining chargebacks can't change, PCs, software, and maintenance contracts on equipment and software may have to be reduced or eliminated. Changing library hours could be considered but doesn't save much money. Closing service points and staff lay-offs saves money.

A long-term strategy would include closing service outlets such as the Denmark and Southwest branches and the Bookmobile. If it is inevitable that shortfalls occur, services will have to be cut.

**Motion** by Pletcher, seconded by Hickey to approve the proposed 2013 budget. **Motion carried.**

K. Pletcher and C. Buboltz had discussed a board retreat to discuss and focus on long term and strategic planning. Further consideration to this idea will be given.

*John Hickey left the meeting at 8:30 p.m.*

V. VanVonderen suggested a session to brainstorm ideas and strategies. The 2014 budget and handling potential budget shortfalls would be components of this session. Having a meeting facilitator was suggested and recommended. V. VanVonderen and K. Pletcher will work together to plan an open meeting.

## **NICOLET FEDERATED LIBRARY SYSTEM**

**a. Monthly update** no meeting.

### **PRESIDENT'S REPORT**

Thank you and congratulations to Vicky VanVonderen and Pat Williams on their appointment to the Library Board. The copy of the Friends' storylines features an article on the future of libraries written by L. Stainbrook. Staff needs to work on improving usage of the self-service check-out machines.

### **DIRECTOR'S REPORT**

L. Stainbrook thanked everyone for their work on everything. She will send a survey to the Board for the best date to conduct her performance review.

### **SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW**

None.

### **ADJOURNMENT**

**Motion** by Wagner, seconded by VanVonderen, to adjourn the meeting. **Motion carried.**

The meeting adjourned at 8:55 p.m.

### **NEXT REGULAR MEETING**

August 16, 2012

**Central Library**

**515 Pine Street, downtown Green Bay**

6:00 p.m.

Respectfully submitted,

Carla Buboltz, Library Board Secretary  
Sue Lagerman, Recording Secretary